

**Full Council Operating Guidelines**  
**DRAFT 5/2/2016**

Responsibilities of the Full Medical Assistance Advisory Council (MAAC)

Iowa Code 249A.4B outlines the responsibilities of the full MAAC:

"...to advise the director about health and medical care services under the medical assistance program."

Further, Iowa Code 249A.4B, subsection 3c provides:

"...Based upon the deliberations of the council and the executive committee, the executive committee shall make recommendations to the director regarding the budget, policy, and administration of the medical assistance program", and shall be advisory and not binding upon the department of human services. (441 IAC 79.7(7), subsection a)

In turn, Iowa Code 249A.4B, subsection 6 provides:

"The director shall consider the recommendations offered by the council and the executive committee in the director's preparation of medical assistance budget recommendations to the council on human services pursuant to section 217.3 and in implementation of medical assistance program policies."

Operationally, the Full MAAC determines that it will provide a conduit through which diverse organizations and consumers can deliberate productively regarding budget, policy, and administration of the Iowa Medicaid program, and provide the benefit of this deliberation to the MAAC Executive Committee, which will then make recommendations to the Director regarding the Iowa Medicaid program.

Agenda Development

The Chair shall be responsible for development of the agenda for the Full Medical Assistance Advisory Council (MAAC). Agendas will be developed and distributed in compliance with the advance notice requirements of the Iowa Code. Specifically, Iowa Code Section 21.4 requires meeting notice to be

"given at least twenty-four hours prior to the commencement of any meeting of a governmental body unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given...If another section of the Code requires a manner of giving specific notice of a meeting, hearing, or an intent to take action by a governmental body, compliance with that section shall constitute compliance with the notice requirements of this section."

441 IAC 79.7(4b) provides more specifically for the notice of meetings for the full MAAC as follows:

"Written notice of council meetings shall be mailed at least two weeks in advance of the meeting. Each notice shall include an agenda for the meeting."

The Chair shall be responsible for agenda development, which will be developed in consultation with staff at the Department of Human Services/Iowa Medicaid Enterprise. Agendas will be developed taking into the consideration the following tasks of the full MAAC:

1. Workplans - agenda items will be added to the full Council agenda as various tasks for the Council are due to be discussed based on calendar requirements. For example, the full Council is to engage in deliberations over policy and budget, making recommendations to the MAAC Executive Committee. These full Council deliberations are to be conducted within a timeframe to allow the Executive Committee to receive the Full Council's feedback, make recommendations to the

Director, and for the Director to consider these recommendations as budgets and policy for the Medicaid program are developed for the review of the Human Services Council, the Governor's review and action, as well as for the upcoming legislative session.

2. Topics identified by the Chairperson - the chairperson shall have the authority to add items to the agenda for upcoming meetings of the full MAAC.
3. Requests from the Director of Human Services - According to 441 IAC 79.7(7) subsection b, the council shall consider all matters referred to it by the Department of Human Services. The Department shall also present the Medicaid annual budget for review and comment.
4. Discussion and Action Items from Members - 441 IAC 79.7(4b), as stated above, requires the agenda for a meeting of the full Council to be distributed "at least two weeks in advance of the meeting." It is the policy of the full MAAC that, once agendas are distributed to the full MAAC, staff will notify members that there is an opportunity to suggest additional discussion or action items, and that these should be forwarded to the chair of the full MAAC one week prior to the scheduled full MAAC meeting. The Chairperson will review any additional suggestions from members for items to be added, and will revise and issue a final agenda five days prior to the time and date of the upcoming full MAAC meeting.

#### Officers of the Full Council

Iowa Code Section 249A.4B identifies the Director of Public Health as the chairperson of the full MAAC. Iowa Administrative Code 441 IAC 79.7(1) further specifies the election of a Vice-chairperson from among the membership of the full MAAC. The role of the Vice-chairperson is further defined in the administrative rule as follows:

- "...Elections for vice-chairperson will be held the first meeting after the beginning of the calendar year.
- b. The vice-chairperson's term of office shall be two years. A vice-chairperson shall serve no more than two terms.
  - c. The vice-chairperson shall serve in the absence of the chairperson.
  - d. The chairperson and vice-chairperson shall have the right to vote on any issue before the council.
  - e. The chairperson shall appoint a committee of not less than three members to nominate vice-chairpersons and shall appoint other committees approved by the council."

#### Staff Support for the Full MAAC

441 IAC 79.7(3) outlines the responsibilities for the Department of Human Services in supporting the full MAAC, as follows:

"...Expenses of the council and executive committee, such as those for clerical services, mailing, telephone, and meeting place, shall be the responsibility of the department of human services. The department shall arrange for a meeting place, related services, and accommodations. The department shall provide staff support and independent technical assistance to the council and the executive committee."

#### Meeting Frequency and Location

In accordance with Iowa Code Section 249A.4B, subsection 1, "The council shall meet no more than quarterly."

According to 441 IAC 79.7(4), "Meetings may be called by the chairperson, upon written request of at least 50 percent of the members, or by the director of the department of human services", in cases where meetings are not currently scheduled on a quarterly basis. Meetings are to be held in the Des Moines area unless other notification is provided.

#### Attendance

441 IAC 79.7(5), in part, provides that "Notice shall be given to a professional group or business entity represented on the council when the representative of that group or entity has been absent from three consecutive meetings."

#### Rules of Meeting Procedure

441 IAC 79.7(5), in part, provides that "In cases not covered by these rules, Robert's Rules of Order shall govern."

#### Minutes

As required in Iowa Code Section 21.3, minutes of the meetings of the full Council will be kept, "showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session. The minutes shall be public records open to public inspection." Staff of the Iowa Medicaid Enterprise support the full Council and will be tasked with taking minutes. The chair will review minutes before distribution with each meeting's final agenda.